



Field Sampling and Testing Qualification Program

January – February 2006

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The next review, hands-on practice session and qualification/requalification examinations will be held at the Materials Testing and Research Branch (MTRB), 2530 Likeli Highway, Honolulu, Hawaii during the following weeks:

1st Week

January 30 – February 3, 2006

(Exams 1 & 2)

2nd Week

February 13 – 17, 2006

(Exams 3 & 4, if all 1st week seats are filled)

The next set of review, hands-on practice sessions and examinations will be held during September 2006. The exact dates will be posted on the MTRB Website at a later time.

Note: Personnel arriving late for the Wednesday or Friday Exam will not be allowed to take the written or performance exam and will have to be rescheduled for the September 2006 set of exams.

All qualified personnel (consultants, state & county) should check when their current qualification certificate expires. Personnel whose certificate expires prior to Sept. 30, 2006, should sign-up for the Jan. - Feb. 2006 qualification/ requalification examinations. Personnel with an expired certificate will be prohibited from performing field sampling and testing of materials on all State Highway construction projects (Federal & State funded) and all County Federal-Aid projects on the National Highway System (NHS) until they requalify and receive a new qualification certificate.



Schedule of Events

1st week

Jan. 30, 2006, Monday 9:00 a.m. – 4:00 p.m.	Review of all Test Methods (Priority to personnel taking Exam #1 & #2)
Jan. 31, 2006, Tuesday 7:00 a.m. – 1:30 p.m.	Hands-on Practice Session for Concrete and Soils (Priority to personnel taking Exam #1 & #2)
Feb. 1, 2006, Wednesday 7:00 a.m. – 2:00 p.m.	Written and Performance Exam #1 (Max. 12 persons, w/priority to personnel outside of Oahu) Exam doors closes at 7:15 a.m.
Feb. 2, 2006, Thursday 7:00 a.m. – 1:30 p.m.	Hands-on Practice Session for Soils (Priority to personnel taking Exam #2)
Feb. 3, 2006, Friday 7:00 a.m. – 2:00 p.m.	Written and Performance Exam #2 (Max. 12 persons) Exam doors closes at 7:15 a.m.

2nd week

Feb. 13, 2006, Monday 9:00 a.m. – 4:00 p.m.	Review of all Test Methods (Priority to personnel taking Exam #3 & #4)
Feb. 14, 2006, Tuesday 7:00 a.m. – 1:30 p.m.	Hands-on Practice Session for Concrete and Soils (Priority to personnel taking Exam #3 & #4)
Feb. 15, 2006, Wednesday 7:00 a.m. – 2:00 p.m.	Written and Performance Exam #3 (Max. 12 persons, w/priority to personnel outside of Oahu) Exam doors closes at 7:15 a.m.
Feb. 16, 2006, Thursday 7:00 a.m. – 1:30 p.m.	Hands-on Practice Session for Soils (Priority to personnel taking Exam #4)
Feb. 17, 2006, Friday 7:00 a.m. – 2:00 p.m.	Written and Performance Exam #4 (Max. 12 persons) Exam doors closes at 7:15 a.m.



Exam & Registration Information

THE EXAM

The two-part (written and hands-on performance) examination will include the following test methods:

Bituminous (Asphalt) Materials

1. AASHTO T40 – Sampling Bituminous Materials
2. AASHTO T168 – Sampling Bituminous Paving Mixtures

Concrete Materials

3. AASHTO T23 – Making and Curing Concrete Specimens in the Field
 - a. Cylinders
 - b. Beams
4. AASHTO T119 – Slump of Hydraulic Cement Concrete
5. AASHTO T141 – Sampling Freshly Mixed Concrete
6. AASHTO C1064 – Temperature of Freshly Mixed Portland Cement Concrete

Soils and Aggregate Materials

7. AASHTO T2 – Sampling Aggregates
8. Hawaii HDOT TM1 – Density of Soil In-Place by the Sand Cone Method
9. Hawaii HDOT TM3 – Field Determination of Moisture Contents in Soils

Refer to the Examination Procedures for an explanation of requirements for the exam. A manual providing the test methods that will be covered by the examinations and some review questions and check lists will be sent to each applicant after receipt of registration forms and fees.

REGISTRATION FOR EXAMINATIONS

Private consultants interested in taking the examination shall submit the registration forms (HDOT-TPQP-1 and HDOT-TPQP-2) to the Materials Testing and Research Branch (MTRB) with a check for \$150.00 (registration fee) payable to "Hawaii Department of Transportation."

Please mail the completed forms and check to:
Materials Testing and Research Branch
Hawaii DOT – Highways Division
2530 Likelike Highway
Honolulu, Hawaii 96819
Attn: Jan. – Feb. 2006 - Field Sampling and Testing Qualification Program

State and County personnel interested in taking the examination shall either fax (fax no. 808-832-3407) or mail the registration forms (HDOT-TPQP-1 and HDOT-TPQP-2) to the MTRB. The qualification is "FREE" for State and County personnel.

DEADLINE: Registration Form & Payment must be received by 12:00 p.m. (Noon) on Tuesday, January 3, 2006.

MTRB personnel will contact registered applicants to confirm their attendance, inform them of their exam schedule, and mail their study material during the week of January 9 – 13, 2006.

Last day to cancel and receive a refund is Friday, Jan. 6, 2006. To cancel, fax letter to the MTRB at (808) 832-3407, requesting cancellation and a refund. If you have any questions on registration, please contact Mr. Roy Yasui at (808) 832-3405 ext. 237

Examination Procedures

Field Sampling and Testing Qualification Program

QUALIFICATION REQUIREMENTS

1. The individual is not qualified unless he passes both the written and performance examinations for this module and receives a certificate from the Materials Testing and Research Branch.
2. *Failure in either the written or the performance examination will constitute failure of the entire module.* If qualification is still desired by the individual, the individual must register to re-take both the performance and written examinations again on the following exam session (Sept. 2006).

WRITTEN EXAMINATION

Attending the written exam after 7:15 am will result in failure of the MTRB Qualification.

1. Closed book exam.
2. Questions will not be allowed during the examination.
3. Calculators are allowed for the examination but may not be shared.
4. The examiner will collect all examination papers and used scratch paper.
5. Participant must pass with a minimum score of 70% on each test method.
6. *Failure in more than 50% of the test methods in the initial exam is considered failure of the entire written examination.*
7. If the participant fails not more than 50% of the test methods in the initial exam, one retest will be allowed for each failed test method. *Failure in any of the test methods on the retest is failure of the entire module.*
8. Test results for the initial exam will be posted. Each participant is required to check the test results and retake each failed test method.
9. Retest is scheduled for 12:30 pm.
10. Participant will be informed verbally of the retest result on the same day.

PERFORMANCE EXAMINATION

Submitting the initial sheet after 2:00 pm will result in failure of the MTRB Qualification

1. Closed book exam.
2. Coaching from the examiner will not be allowed during the examination.
3. Each examination shall be completed within the time limit designated for that test method.
4. The individual may be required to verbally describe material sampling procedures if performance of the method is not practical or feasible.
5. The individual shall perform all the procedures for each test method. Omission of any one of the procedures will constitute failure of that test method. The examiner may allow certain steps of the method to be accelerated when properly explained. Inability to complete the test method within the designated time limit will constitute failure of the test method.
6. Examiner will denote error at the end of each test method and give explanations to the participant as needed.
7. If during the performance, participant notices an error he had made, he may be allowed one restart for each test method.
8. *Failure in more than 50% of the test methods in the initial exam is considered failure of the entire performance exam.*
9. If the participant fails not more than 50% of the test methods in the initial exam, one retest will be allowed for each failed test method. Retest will be given after all test methods were performed once. *Failure in any of the test methods on the retest is failure of the entire module.*
10. Each participant has a sheet listing all the test methods. At the completion of each test method, participant must obtain the examiner's initial under the appropriate column to indicate pass or fail. *This sheet with the examiners' initials must be returned to Roy Yasui by 2:00 pm.*

Participant _____ Examiner's Initials _____

Hawaii Transportation Personnel Qualification Program Registration Form

Deadline: January 3, 2006

PARTICIPANT INFORMATION

Name: _____

Position/Title: _____

Home Phone #: _____

Home Address: _____

Employer: _____

Supervisor's Name/Title: _____

Employer's Address: _____

Employer's Phone #: _____

E-mail Address: _____

Current ACI or Other Qualification #
(Submit copies if applicable): _____

Examination date

First Choice _____

Second Choice _____

Third Choice _____

Fourth Choice _____

Check one:

☐ Initial Qualification

☐ Renewal of Qualification

Mailing address to be used:

☐ Home

☐ Employer

DESIRED QUALIFICATIONS

☐ Field Sampling and Testing Module (For Construction Personnel)

Examination Fee

PRACTICE SESSION ATTENDANCE

☐ Will attend Soils Practice Session (For Field Sampling and Testing Module)

☐ Will attend Concrete Practice Session (For Field Sampling and Testing Module)

☐ Will "NOT" attend any Practice Sessions (For Field Sampling and Testing Module)

Personnel seeking qualification in one of the designated qualification modules should consult the Material Testing and Research Branch for qualification criteria, policies, requirements and general information. The person's full name and qualification information will be recorded upon successful completion of the qualification requirements.

Transportation Personnel Qualification Program (TPQP)

Qualification carries inherent rights and responsibilities. These rights include being exclusively sanctioned along with others so qualified by TPQP to perform sampling, testing, and reporting of test results for quality control and quality assurance programs. These responsibilities include performing and reporting tests with the accuracy and precision expected of the individual in accordance with the required test procedures. By signing this document the individual agrees to abide by all of the terms of the TPQP and as set forth by the contracting agency.

RIGHTS AND RESPONSIBILITIES AGREEMENT

This document affirms that _____ hereinafter
(print name)

the applicant, desires to be qualified by the Transportation Personnel Qualification

Program (TPQP) in _____ module.
(name of module desired)

The applicant should also be aware that both State and Federal laws may govern

construction projects, including Title 18, United State Code, Section 1020, that in brief

states that anyone making falsifications on Federal-aid projects,

“Shall be fined not more than \$10,000 or imprisoned not more

than five years, or both.”

I, _____, have read, understand, and agree
(print name)

to abide by the rights, responsibilities, and penalties associated with receipt of this
qualification.

Signature

Date

Highways Division

State of Hawaii Department of Transportation

Highways — Materials Quality Assurance Program

The Materials Quality Assurance (QA) Program represents the Hawaii Department of Transportation, Highways Division's recognition of its responsibility and commitment to ensure that materials incorporated into highway construction projects conform substantially to requirements of the plans and specifications. This program provides uniform, statewide procedures to ensure personnel are capable of performing materials sampling and testing in accordance with test methods used in the program.

All personnel performing field sampling and testing of materials for all State Highway construction projects (Federal & State funded) and all County Federal-Aid projects on the National Highway System (NHS), shall be qualified per the QA Program's Personnel Qualification Program of the Quality Assurance Manual for Materials. In accordance with Title 23 CFR, Part 637, the sampling and testing has to be performed by qualified sampling and testing personnel.

Personnel must successfully pass a two-part (written and practical hands-on) examination to become qualified to perform field sampling and testing of materials for all State Highways construction projects and all County Federal-Aid projects on the NHS.

Personnel who successfully pass the two-part examination will receive a 5-year

qualification certificate. All qualified personnel must requalify every 5-years. To requalify for another 5-years, personnel must successfully pass the two-part examination.

Personnel who are qualified and are actively submitting Materials Sampling Cards to the MTRB for approval or are actively performing field sampling and testing of materials on various State Highways construction projects and all County Federal-Aid projects on the NHS, shall participate in the MTRB's Independent Assurance (IA) Program on an annual basis.

The purpose of the IA program is to provide uniform, statewide procedures to ensure personnel qualified under the Personnel Qualification Program remain capable of performing sampling and testing correctly, and to ensure testing equipment is checked and calibrated.

Personnel from the MTRB will schedule the annual IA evaluation with the QA Officer at the four Highways District Offices (Oahu, Hawaii, Maui & Kauai). If you have any questions concerning the program or examination, please contact Ms. Franci Terada at (808) 832-3405 ext. 226 or Mr. Steven Ege at (808) 832-3405 ext. 225.



Materials Testing and Research Branch
Hawaii DOT – Highways Division
2530 Likelike Highway
Honolulu, Hawaii 96819

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